

Texas State Board of Dental Examiners
333 Guadalupe, Suite 3-800
Austin, Texas 78701
512-463-6400 phone; 512-463-7452 fax
<http://www.tsbde.texas.gov>

MANAGER III - IV
Assistant Director of Licensing

Position: Manager III - IV Full time (40 hrs/wk)	Salary: \$4,917 - \$5,834 per month (\$59,004 - \$70,008 annually)
Classification Number: 1602 or 1603 Group: B24 or B25	Posting Date: October 1, 2015
Listing Number: 5041601 FLSA Status: Exempt Number of Openings: 1	Closing Date: Until Filled Start Date: November 1, 2015
Contact: Aisha Vaz; hr@tsbde.texas.gov ; (512) 475-0975	

DESCRIPTION OF DUTIES:

This job description is not an employment agreement or a contract. Management has the exclusive right to alter this job posting or job description at any time without notice.

The Texas State Board of Dental Examiners (TSBDE) is the state agency that regulates the practice of dentistry in Texas. As of September 1, 2015 the agency is authorized to employ 58 FTEs and has 15 board members. Because the TSBDE is a small agency, all employees must exhibit a spirit of teamwork and cooperation and be willing to assist in any agency work activities as necessary.

The Assistant Director is a team member of the Licensing Division and will have considerable latitude for the use of initiative and independent judgement. The Assistant Director will perform complex to advanced managerial work administering the daily operations and activities of the Licensing Division. Work involves directing strategic operations, developing, reviewing, and implementing guidelines, policies and procedures, developing schedules, priorities, and measurement tools for determining progress in meeting goals, coordinating and evaluation program activities. The Assistant Director will oversee the preparation and production of licensing work products and reports. The Assistant Director plans, assigns, and supervises the work of the licensing staff. The Assistant Director plans and facilitates training of staff in the Licensing Division.

The successful candidate will take responsibility to ensure that all assigned activities are performed timely and accurately, and in compliance with all applicable state rules, regulations and requirements. Full-time employment (40 hours per week) is required.

EXAMPLES OF WORK PERFORMED:

- Assists Director of Licensing in establishing goals and objectives for the Division to support the agency-wide strategic plan and respond to evolving licensing needs.
- Oversees the daily operations and activities of the Division which includes the processing of applications and requests for renewals of licenses and registrations.
- Assists in establishing and analyzing policies and procedures and recommends changes to obtain efficiencies and improvements.
- Assists in providing guidance and direction to the Division staff.

- Ensures Division staff's work is performed in a timely manner.
- Conducts regular staff meetings to discuss problems and solutions.
- May provide information regarding licensing laws and rules to agency staff and customers.
- Assists in managing program records to include imaging and destruction of records.
- Provides training to staff.
- Performs related work as assigned.

MINIMUM QUALIFICATION REQUIREMENTS:

EDUCATION: Graduation from an accredited four-year college and university is generally preferred. Experience and education may be substituted for one another.

EXPERIENCE: Experience in management of program activities. Experience using VERSA database is preferred. Experience in health occupation licensing is preferred.

Manager III – preferred 2-3 years of experience supervising the work of others.

Manager IV – preferred at least 4 years of experience supervising the work of others.

KNOWLEDGE, SKILLS, & ABILITIES:

- Ability to interpret and apply policies, guidelines, laws, and rules.
- Ability to develop and modify work procedures to improve efficiency.
- Ability to organize and oversee projects to completion.
- Ability to manage multiple priorities concurrently.
- Ability to manage personnel.
- Ability to maintain strict confidentiality.
- Demonstrates the highest standards of ethics and integrity.
- Effective problem-solving and reasoning skills.
- Ability to work independently and manage time efficiently.
- Ability to deal with professionals under adversarial conditions.
- Excellent interpersonal, written, and presentation communication skills.
- Skill in maintaining effective working relationships with agency staff and external customers.
- Skill in using a computer, databases, and Microsoft Office programs.

The following Military Occupation Specialty (MOS) codes are generally applicable to this position: 00, 37, 59, 65, 67, 70, 71, 26, RI, 41, 37A, 37X, 70A, 70B, 19, 20, 90, MED10, MED12, MGT10, , MGT17, 8U000,41AX, 86MO. Applicants must fully complete the summary of experience on the State of Texas Application to determine if minimum qualifications are met.

OTHER: Normal office environment in downtown Austin office location. Tobacco-free work environment. Work hours are an 8 hour day, 5 days a week. Some overtime may occasionally be required. Travel out of Austin may occasionally be required.

In compliance with House Bill 2559 agencies that hire a person who is retired from the Employees Retirement System (ERS) on or after September 1, 2009 are required to remit a surcharge of 9.5% each month the return-to-work retiree is employed. Selected candidates meeting this requirement will be offered a base salary 9.5% lower to cover this surcharge.

To Apply: Applicants must submit official State of Texas Employment Application (see <http://www.twc.state.tx.us> for download). Applications may be emailed to hr@tsbde.texas.gov, mailed to 333 Guadalupe, Suite 3-800, Austin, TX 78701 or faxed to (512) 463-7452. Applicants may submit a resume in addition to the official State of Texas Employment Application but the resume may NOT be substituted for the official State of Texas Employment Application. Selected applicants will be notified regarding interviews. If an accommodation is needed, please call Aisha Vaz at 512-475-0975.

The Texas State Board of Dental Examiners (TSBDE) is an Equal Opportunity/Affirmative Action/ADA employer. The Board's employment positions are covered by the Fair Labor Standards Act (FLSA). TSBDE does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, or veteran status. TSBDE is an E-Verify participant.